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[www.cdcr.ca.gov/DivisionsBoards/CSA](http://www.cdcr.ca.gov/DivisionsBoards/CSA)**MIOCR POLICY BULLETIN  
Number 2007-02**

To: Project Directors and Financial Officers  
Mentally Ill Offender Crime Reduction (MIOCR) Grant Program

From: Lynda Frost and Helene Zentner

Date: January 18, 2007

Re: MIOCR Grant Program Out-of-State Travel/Training Policy (clarified)

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The policy of the Corrections Standards Authority (CSA) regarding the use of state grant funds for out-of-state travel has remained constant over the various grant programs administered by our agency. As outlined in the MIOCR Grant Administration Guide (Ineligible Costs, page 7), that policy prohibits the use of state grant funds for out-of-state travel. However, the CSA's policy allows the use of state grant funds for training costs (Eligible Costs, page 7). The purpose of this Policy Bulletin is to provide clarification on these two issues.

Although state grant funds may **not** be used for any out-of-state travel costs (e.g., air and other transportation costs, hotel/lodging costs, etc.), grant funds **may** be used for actual training costs (e.g., registration, materials, etc.). Please keep in mind that grantees may use local matching funds to cover out-of-state travel costs. In addition, grantees must maintain adequate supporting documentation (per generally accepted government accounting principles) for all costs – both state grant fund and local match – reported on quarterly invoices.

Please retain a copy of this policy in your official project file. If you have any questions about this policy, please do not hesitate to contact us.